



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

INCOME MAINTENANCE CASEWORKER II - SOCIAL SERVICES

This Position is Full Time with Benefits

Vacancy Number
16-1066

Hiring Range
\$29,520 – \$33,358

Opening Date
May 12, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES

The primary purpose of this position in the Food and Nutrition Services, Adult Medicaid, Family and Children's Medicaid, or Work First Family Assistance (WFFA) unit is to interview, document, verify and disposition applications and reviews. The caseworker is to respond to all questions and inquiries from clients and the public regarding policy for the respective program. The worker is responsible for reacting to changes in situation and to re-evaluate ongoing cases at the end of the six (6) and twelve (12) months certifications for continued eligibility. This position is also responsible for assisting clients and the general public to determine their potential eligibility for any aid program- category, based on their particular need. Performs related duties as required.

KNOWLEDGE AND SKILL REQUIREMENTS

- General knowledge of the principles and practices of public social service organizations;
- General knowledge of the rules and regulations governing the processing and/or review of applications for income maintenance programs;
- Must be able to learn the forms and program procedures;
- Must be able to solve problems within scope of responsibility;
- Must be able to analyze facts and to exercise sound judgment in arriving at conclusions;
- Must be able to communicate complex ideas effectively, orally and in writing;
- Must be able to prepare clear and concise reports;
- Must be able to establish and maintain effective working relationships with clients, associates and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or GED and (1) one year of experience as an Income Maintenance Caseworker;
- Applications for IMC I "work against" will be considered if no qualified IMC II applicants are available. Starting salary for IMC I "work against" is \$25,647.

LICENSE AND CERTIFICATION REQUIREMENTS

- Ability to obtain Human Services Phase I and II continuing education certification from Sandhills Community College required.
- Possession of Human Services Phase I and II **preferred**.
- Must possess and maintain a valid North Carolina Drivers License.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

***The County of Moore is a drug-free workplace and
Equal Opportunity employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, drug test and post offer physical.

Moore County is an E-Verify Participant